Texas Natural Resource Conservation Commission
On-site Laboratory Inspection Checklist

The purpose of this checklist is to assist TNRCC field investigators who inspect on-site laboratories that are providing laboratory analyses for self-reporting requirements specified in the permit for a wastewater treatment plant. Commercial laboratories that provide analytical services for permittees are inspected by the Quality Assurance Specialist from the TNRCC Laboratory in Houston.

This checklist is not required to be used at all times when inspecting on-site laboratories. However, it is recommended that the checklist be used as a guide to aid the field investigator in orally reviewing the laboratory's testing procedures and quality control program.

The checklist is set up as follows:

1. Copies of the Appropriate Method References On-hand: This section lists the test procedure references the laboratory should have on hand. A laboratory is not required to have all of those listed, but it must have the ones it is using and referencing at the time of the inspection.

   There are seven references listed and each has a "●" with a number inside it next to the reference. After the reference, there is a blank line where the field investigator can identify which references are on hand.

2. General Laboratory Conditions and Laboratory Instruments, Equipment & Reagents: After each item in these sections, a "●" (one or more with a number inside it) is shown. If the field investigator identifies a problem for any of these items, the number inside the bullet will refer the field investigator and the laboratory to the regulations covering that provision.

3. Laboratory Methods: Prior to conducting the inspection, the field investigator must check the permit and identify the self-reporting parameters for which the on-site laboratory is testing.

   Each test method/question in this section has a "●" (one or more with a number inside it) followed by a blank line. If a discrepancy is identified, the field investigator can note the problem on the line and the number in the bullet will refer the field investigator and the laboratory to the references covering that method.